






# May 2016



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3 -Listening: The Forgotten Skill (MTS GI 003)	4	5	
9  <a href="http://learnatpds.iowa.gov/">http://learnatpds.iowa.gov/</a>	10 - Diversity Training for Managers & Supervisors (GI 400) - Project Management Fundamentals (PT 123)	11 - Leadworker Training (LW 101) - -Procurement Project Management (MTS PR 301)	12 - Discipline, Grievance & the Contract (NC 901)	13
16 - Advanced Principles of Communication Part 1: Authenticity (AU 001)	17 - State Government Foundations (GF 001) - -Creating a Violence Free Workplace (MTS SC 236)	18	19 - Performance Evaluation (NC 401) - Shaping Effective & Engaged Teams (ET 001)	20
23 - Managing Your Time & Priorities (GI 090)	24 - Cultural Competency (CC 001) - Diversity Training for Employees (GI 450)	25 - Managing Conflict & Resistance in the Workplace (GI 165) - Preventing Sexual Harassment for Employees (GI 052) - Preventing Sexual Harassment for Supervisors (NC 119)	26 - Fundamentals of Supervision (NC 151) - Advanced Procurement Certification (MTS AP 001) 	27  
30	31 - Dimensions of Behavior (GI 312)		Take advantage of State pricing on computer classes through New Horizons. <a href="#">Learn More</a>	Over 500 courses available 24/7 from your desk!